SPECIAL BOARDS

Purpose

- **Assist in Determining Whether:**

  – Officer was prejudiced by an error in connection with an earlier board

  – New information warrants removal of an officer from an existing list

- **Make Recommendations**

Outline

- Administrative Notes
- Types of Boards
- Voting Procedures
- Questions

Admin Notes

- References
- Oath
- Membership
- Discussions / Personal

Knowledge

- Comparison Files

Types of Boards

1. Omissions
2. Reconsiderations
3. Review

Types of Boards

Omissions:

- Eligible officer not seen by original board
- Administrative error
- Promotion & SELCON boards
- Fully Qualified or Best Qualified word picture

Types of Boards

Reconsiderations: Reconsider officers previously non-selected

- Material error
- Board Acted contrary to law
- Favorably appealed adverse document since removed from file
- Fully Qualified or Best Qualified word picture

Special Board Word Picture

(BQ)

6 **Top Few - Promote Now**

+/-

Clearly Above Contemporaries – Definitely Promote

5

Solid Performer – Should Be Promoted

+/-

Qualified – Promote to meet the needs of the Army

4

FULLY QUALIFIED

NOT FULLY QUALIFIED

+/- **Too Many Weak Areas – Do Not Promote**

3 **Show Cause**

+/-

Special Board Word Picture

(FQ)

Yes: **Officer should be promoted.**

No: **Officer should not be promoted.**

SHOW CAUSE: **Substandard Performance, Misconduct, Actions Inconsistent w/National Security, Moral/Professional Dereliction**

Types of Boards

Review:

- Retention or Removal from existing lists
- Based on recently introduced Adverse Information
- Voted on Retain / Remove / Remove and Show Cause word picture

Special Board Word Picture

Retain: **Retain on the Promotion Standing List. Officer should be promoted.**

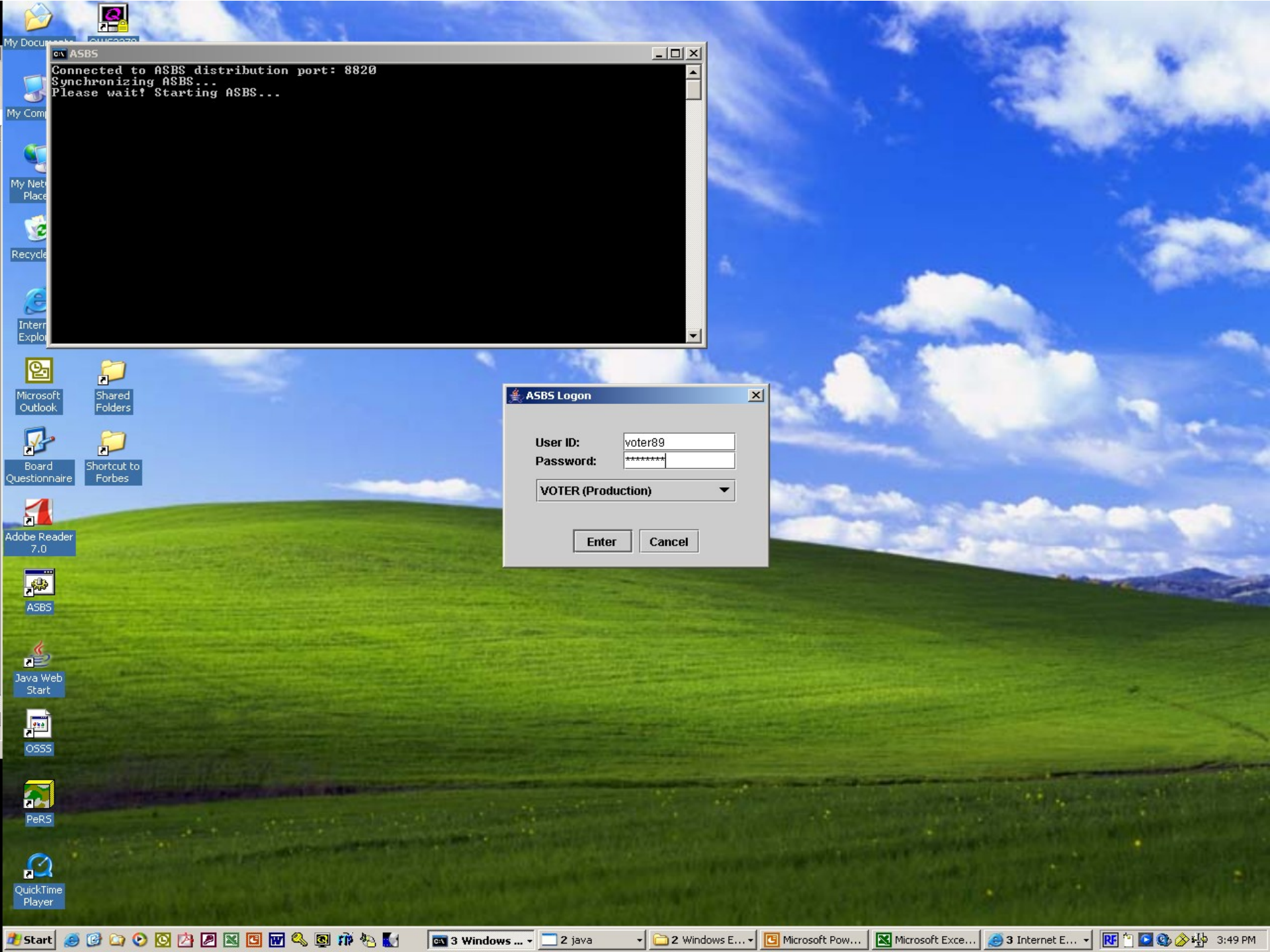
Remove: **Remove from the Promotion Standing List. Officer should not be promoted.**

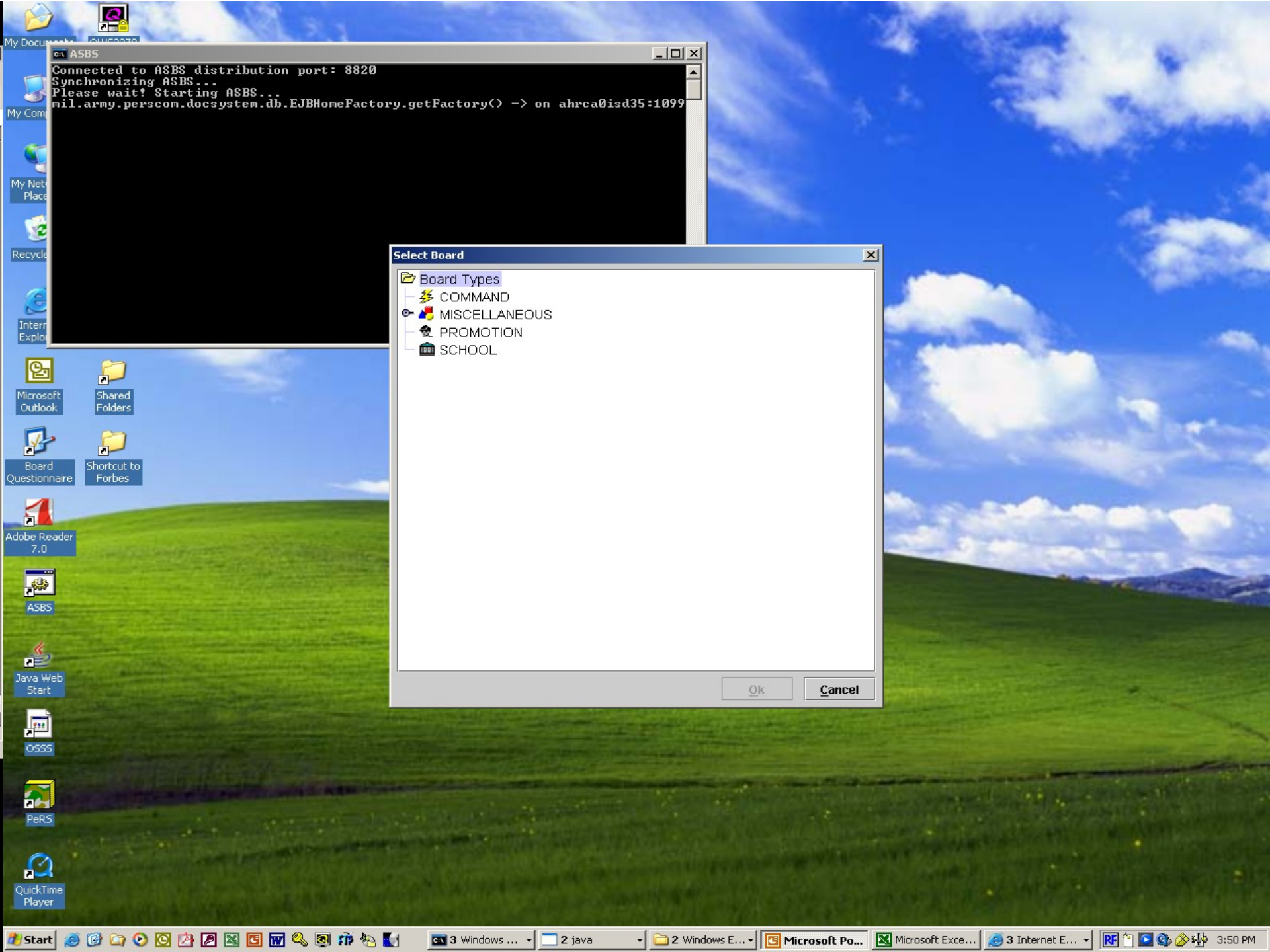
Remove & SHOW CAUSE: **Substandard Performance, Misconduct, Actions Inconsistent w/National Security, Moral/Professional Dereliction**

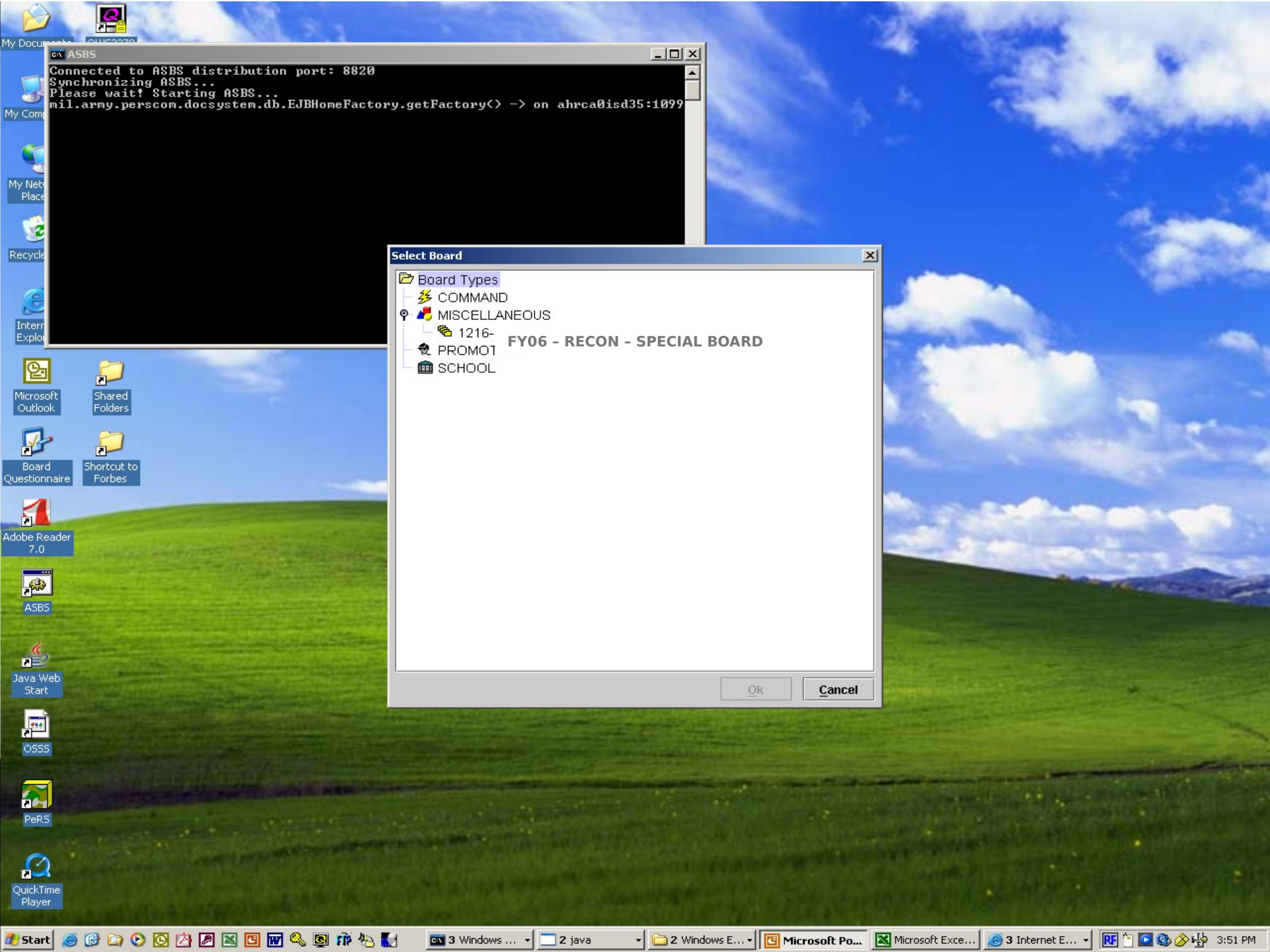
Voting Procedures

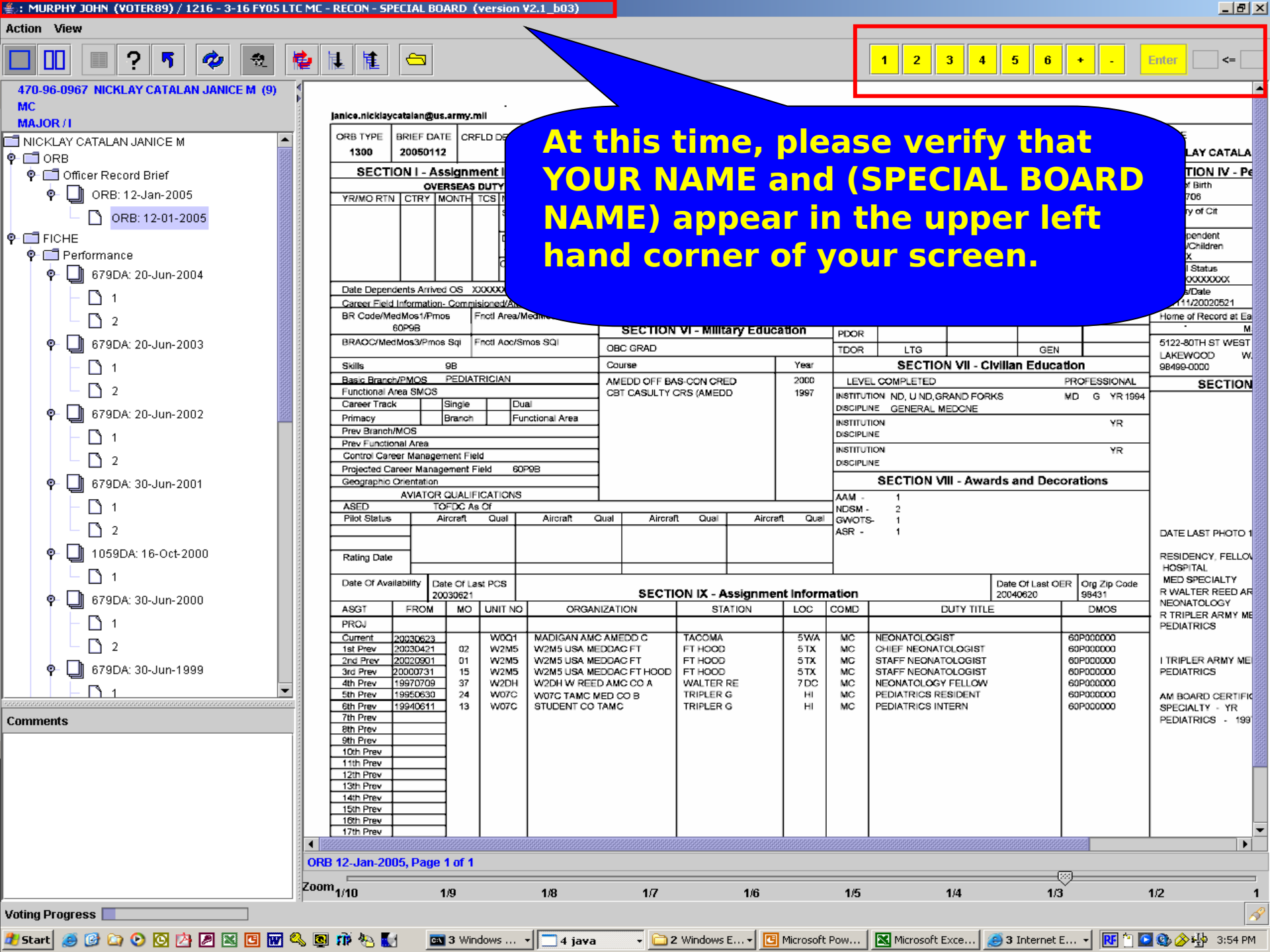
- Sequence of Events
  - ASBS
  - Hard Copy Files
- File composition
- Voting summary

My Documents
PeR5
My Computer
QuickTime Player
My Network Places
AHRC FAP
Recycle Bin
doug.chapman
Internet Explorer
Shared Folders
Microsoft Outlook
Adobe Reader 7.0
ASBS
Java Web Start
Start
\\ahrc00a7root\HRCDFS...
3 Microsoft PowerPoint
12:17 PM


ASBS
Connected to ASBS distribution port: 8820
Synchronizing ASBS...
Please wait! Starting ASBS...
ASBS Logon
User ID:
voter89
Password:
VOTER (Production)
Enter
Cancel
My Documents
My Computer
My Network Places
Recycle Bin
Internet Explorer
Microsoft Outlook
Shared Folders
Board Questionnaire
Shortcut to Forbes
Adobe Reader 7.0
ASBS
Java Web Start
OSSS
PeRS
QuickTime Player
Start
3 Windows ...
2 java
2 Windows E...
Microsoft Pow...
Microsoft Exce...
3 Internet E...
3:49 PM


ASBS
Connected to ASBS distribution port: 8820
Synchronizing ASBS...
Please wait! Starting ASBS...
mil.army.perscom.docsystem.db.EJBHomeFactory.getFactory() -> on ahrca0isd35:1099
Select Board
Board Types
COMMAND
MISCELLANEOUS
PROMOTION
SCHOOL
Ok
Cancel
My Documents
My Computer
My Network Places
Recycle Bin
Internet Explorer
Microsoft Outlook
Shared Folders
Board Questionnaire
Shortcut to Forbes
Adobe Reader 7.0
ASBS
Java Web Start
OSSS
PeRS
QuickTime Player
Start
3 Windows ...
2 java
2 Windows E...
Microsoft Po...
Microsoft Exce...
3 Internet E...
3:50 PM

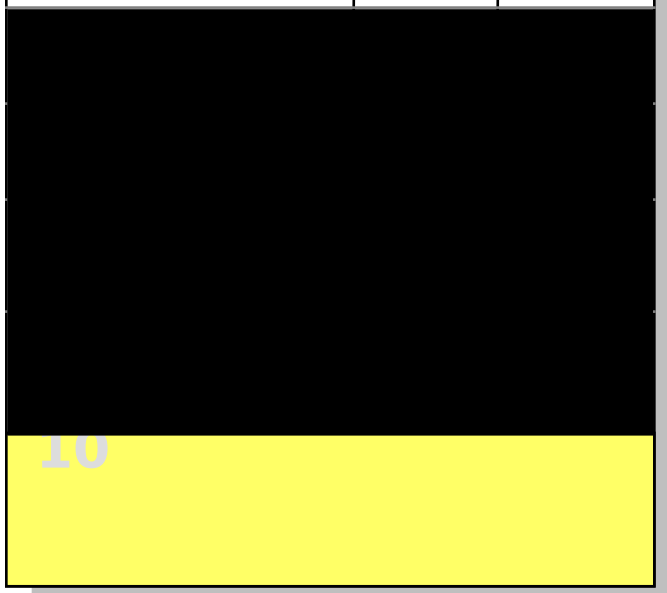

ASBS
Connected to ASBS distribution port: 8820
Synchronizing ASBS...
Please wait! Starting ASBS...
mil.army.perscom.docsystem.db.EJBHomeFactory.getFactory() -> on ahrca0isd35:1099
Select Board
Board Types
COMMAND
MISCELLANEOUS
1216-
FY06 - RECON - SPECIAL BOARD
PROMOT
SCHOOL
Ok
Cancel
My Documents
My Comp
My Net Place
Recycle
Intern Explor
Microsoft Outlook
Shared Folders
Board Questionnaire
Shortcut to Forbes
Adobe Reader 7.0
ASBS
Java Web Start
OSSS
PeRS
QuickTime Player
Start
3 Windows ...
2 java
2 Windows E...
Microsoft Po...
Microsoft Exce...
3 Internet E...
3:51 PM


: MURPHY JOHN (VOTER89) / 1216 - 3-16 FY05 LTC MC - RECON - SPECIAL BOARD (version V2.1_b03)
Action View
1 2 3 4 5 6 + - Enter <=
470-96-0967 NICKLAY CATALAN JANICE M (9)
MC
MAJOR / I
NICKLAY CATALAN JANICE M
ORB
Officer Record Brief
ORB: 12-Jan-2005
ORB: 12-01-2005
FICHE
Performance
679DA: 20-Jun-2004
679DA: 20-Jun-2003
679DA: 20-Jun-2002
679DA: 30-Jun-2001
1059DA: 16-Oct-2000
679DA: 30-Jun-2000
679DA: 30-Jun-1999
Comments
janice.nicklaycatalan@us.army.mil
ORB TYPE 1300
BRIEF DATE 20050112
SECTION I - Assignment
OVERSEAS DUTY
YR/MO RTN CTRY MONTH TCS
Date Dependents Arrived OS
Career Field Information- Commisioned/A
BR Code/MedMos1/Pmos 60P9B
Fnctl Area/Medm
BRAOC/MedMos3/Pmos Sqi
Fnctl Aoc/Smos SQI
Skills 9B
Basic Branch/PMOS PEDIATRICIAN
Functional Area SMOS
Career Track Single Dual
Primacy Branch Functional Area
Prev Branch/MOS
Prev Functional Area
Control Career Management Field
Projected Career Management Field 60P9B
Geographic Orientation
AVIATOR QUALIFICATIONS
ASED TOFDC As Of
Pilot Status Aircraft Qual Aircraft Qual Aircraft Qual Aircraft Qual
Rating Date
SECTION VI - Military Education
OBC GRAD
Course Year
AMEDD OFF BAS-CON CRED 2000
CBT CASUALTY CRS (AMEDD 1997
PDOR
TDOR LTG GEN
SECTION VII - Civilian Education
LEVEL COMPLETED PROFESSIONAL
INSTITUTION ND, U ND,GRAND FORKS MD G YR 1994
DISCIPLINE GENERAL MEDCNE
INSTITUTION YR
DISCIPLINE
INSTITUTION YR
DISCIPLINE
SECTION VIII - Awards and Decorations
AAM - 1
NDSM - 2
GWOTS- 1
ASR - 1
Date Of Availability
Date Of Last PCS 20030621
SECTION IX - Assignment Information
Date Of Last OER 20040620
Org Zip Code 98431
ASGT FROM MO UNIT NO ORGANIZATION STATION LOC COMD DUTY TITLE DMOS
PROJ
Current 20030623 W0Q1 MADIGAN AMC AMEDD C TACOMA 5WA MC NEONATOLOGIST 60P000000
1st Prev 20030421 02 W2M5 W2M5 USA MEDDAC FT FT HOOD 5TX MC CHIEF NEONATOLOGIST 60P000000
2nd Prev 20020901 01 W2M5 W2M5 USA MEDDAC FT FT HOOD 5TX MC STAFF NEONATOLOGIST 60P000000
3rd Prev 20000731 15 W2M5 W2M5 USA MEDDAC FT HOOD FT HOOD 5TX MC STAFF NEONATOLOGIST 60P000000
4th Prev 19970709 37 W2DH W2DH W REED AMC CO A WALTER RE 7DC MC NEONATOLOGY FELLOW 60P000000
5th Prev 19950630 24 W07C W07C TAMC MED CO B TRIPLER G HI MC PEDIATRICS RESIDENT 60P000000
6th Prev 19940611 13 W07C STUDENT CO TAMC TRIPLER G HI MC PEDIATRICS INTERN 60P000000
7th Prev
8th Prev
9th Prev
10th Prev
11th Prev
12th Prev
13th Prev
14th Prev
15th Prev
16th Prev
17th Prev
At this time, please verify that YOUR NAME and (SPECIAL BOARD NAME) appear in the upper left hand corner of your screen.
ORB 12-Jan-2005, Page 1 of 1
Zoom 1/10 1/9 1/8 1/7 1/6 1/5 1/4 1/3 1/2 1
Voting Progress
Start
3 Windows ...
4 java
2 Windows E...
Microsoft Pow...
Microsoft Exce...
3 Internet E...
3:54 PM

Voting Procedures

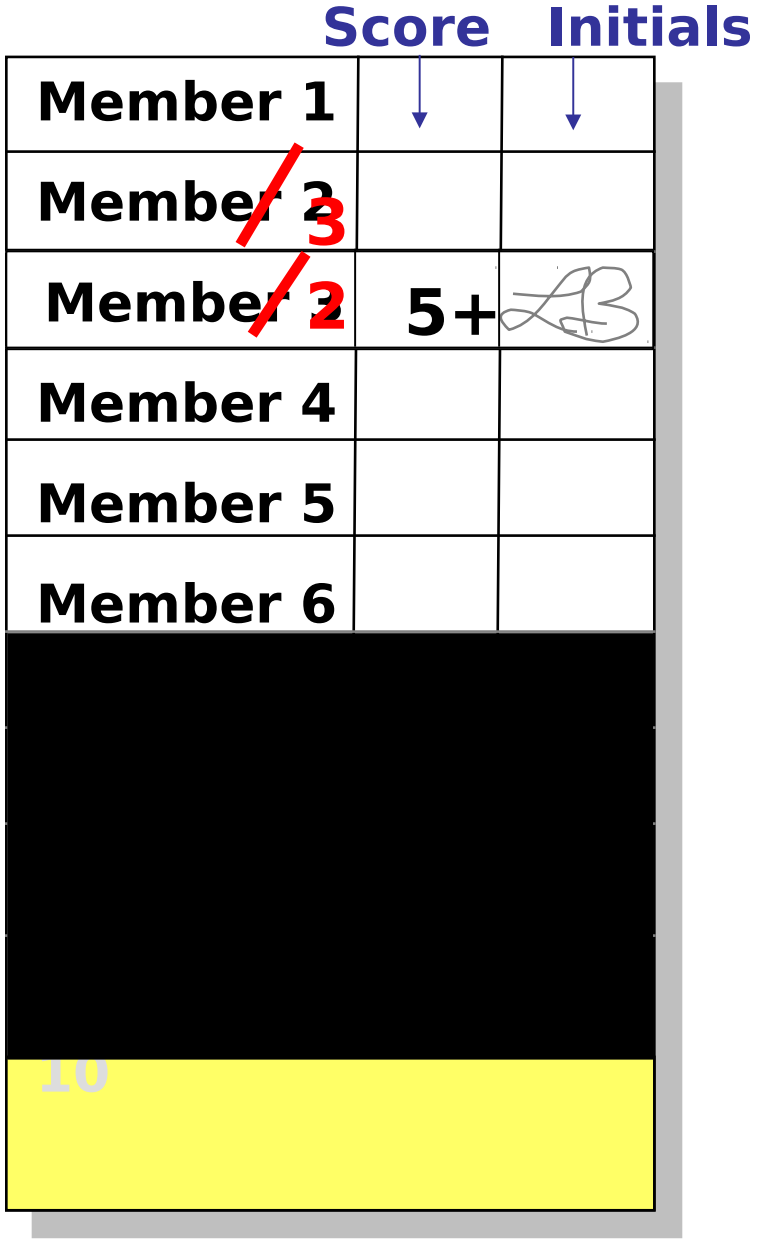
- **Blind Vote Card**
- **Vote your member #**
- **Vote (word pictures vary by board – review each prior to voting a board)**
- **Initial and discard**

	Score	Initials
Member 1		
Member 2		
Member 3	5+	LB
Member 4		
Member 5		
Member 6		



Voting Procedures

- **Mistakes**



File Composition

- Official Photo
- Officer Record Brief
- OMPF
  - Miscellaneous/Scanned Documents
    - Officer's rebuttal to the Review Board
  - Disciplinary
  - Performance
  - Commendatory

Voting Summary
(Omission/Recon)

- Produce OML
- Identify comparison records and case records
- Any case record with a score equal to or higher than the lowest scored recommended comparison record will be considered selected
- Any Show Cause votes
  - Board will conduct an open deliberation on the file
  - Formal board vote (majority rules)

Voting Summary (Review)

- Produce OML
- Majority of Retain votes- Recommend officer be retained on the promotion list and promoted accordingly
- Majority of Remove votes- Recommend officer be removed from the promotion list and no longer be promotable
- Any Show Cause votes
  - Board will conduct an open deliberation on the file
  - Formal board vote (majority rules)
  - If officer is not selected for show cause, all show cause votes become remove votes

QUESTIONS?